

**DEPARTMENT OF JUSTICE****Civil Rights Division****The Americans With Disabilities Act; Technical Assistance Grants To Promote Voluntary Compliance With the Act**

**AGENCY:** Disability Rights Section, Civil Rights Division, U.S. Department of Justice.

**ACTION:** Notice of availability of funds and of solicitation for grant applications.

**PURPOSE:** The Disability Rights Section (formerly the Public Access Section) of the Civil Rights Division, United States Department of Justice (DOJ), announces the availability of up to \$1.2 million to fund projects to inform and educate covered entities about their responsibilities under title II and title III of the Americans With Disabilities Act of 1990 (ADA). The term "covered entities" refers to businesses, commercial properties, institutions, State and local governments or their agencies, and other organizations or enterprises that have responsibilities under title II or title III of the ADA. The primary objective of this program is to encourage and facilitate voluntary compliance with titles II and III of the ADA and the Department's implementing regulations through education and information sharing.

This year, the Department is seeking grant applications in the following two (2) priority areas:

(1) Statewide pilot projects to educate small businesses about the basic requirements of title III of the ADA. The projects, utilizing local business and professional organizations, will make businesses aware of the ADA and the ADA resources available locally, within the State, and from the Federal government; and promote the exchange of ideas and information on successful compliance efforts within their communities. The Department anticipates funding up to eight projects, with projects in larger States receiving up to \$100,000 and projects in smaller States receiving up to \$50,000.

(2) Pilot projects to conduct statewide ADA information-sharing conferences for State and local government officials. These conferences will provide information on the requirements of title II of the ADA and the ADA resources available locally, within the State, regionally, and from the Federal government; and promote the exchange of ideas and information on successful compliance efforts within the State. The Department anticipates that up to eight

projects will be funded in amounts up to \$40,000 each.

Detailed information regarding these specific priorities may be found in the *Program Priorities* section of this solicitation.

Grants will be awarded to selected applicants who propose cost-effective and efficient methods for carrying out projects related to this year's priorities. The Department is particularly interested in receiving proposals that: reflect an ability to begin project activities in an expedited manner; demonstrate an ability to reach and work effectively with established business, professional, trade, or municipal organizations; utilize materials already developed by Federal agencies and their grantees or contractors; draw on people within the State who have ADA expertise; represent long-term joint ventures between business, professional, trade, or municipal organizations and organizations that represent persons with disabilities; and specifically address how members of minority communities will be included within the population targeted by the applicant for receipt of technical assistance.

**ELIGIBLE APPLICANTS:** This grant competition is open to non-profit organizations, including trade and professional associations or their subsidiaries, organizations representing State and local governments or their employees, other organizations representing entities covered by the ADA, State and local government agencies, organizations representing persons with disabilities, and individuals. Preference will be given to the specific types of organizations described under Priority 1 and Priority 2 in the *Program Priorities* section of this solicitation.

**GRANT PERIOD AND AWARD AMOUNT:** The period of performance will be twelve months from the date of the grant award. A total of up to \$1.2 million is available for this solicitation. It is anticipated that Priority 1 grants will be awarded in amounts up to \$100,000 in larger States and up to \$50,000 in smaller States. Priority 2 grants will be awarded in amounts up to \$40,000. However, the estimated funding level announced in this notice does not bind the Department of Justice to make any awards or to any specific number of awards or funding levels.

**APPLICATION DEADLINE:** Applications must be received by the close of business (5:30 p.m. EST) on July 31, 1995 at the Disability Rights Section, Civil Rights Division, U.S. Department of Justice, 1425 New York Ave., NW,

Room 4039, Washington, DC 20005 (overnight, express, or hand deliveries), P.O. Box 66738, Washington, D.C. 20035-6738 (U.S. Postal Service mail). Applications may not be sent by facsimile. Applications received after 5:30 p.m. on July 31, 1995 will not be considered for award, even if the application was postmarked before that date. Incomplete applications will not be considered for award. In order to be considered complete, one bound original and two unbound copies of the application packet described in the *Application Requirements* section of this solicitation must be submitted.

**FOR FURTHER INFORMATION CONTACT:** Ruth Hall Lusher, ADA Technical Assistance Program Manager, Disability Rights Section, Civil Rights Division, U.S. Department of Justice, P.O. Box 66738, Washington, D.C. 20035-6738; 1-800-514-0301 (Voice) or 1-800-514-0383 (TTY). This Notice and other related information, with the exception of standard forms, are available in alternate formats, e.g., large print, braille, audiotape, and computer disk. With the exception of standard forms, this information may also be accessed through the Disability Rights Section's electronic bulletin board at (202) 514-6193.

**Background and Program Description**

On January 26, 1992, the major provisions of titles II and III of the Americans with Disabilities Act (ADA) went into effect. The ADA provides legal protection to individuals with disabilities in the areas of public accommodations, commercial facilities, State and local government services, transportation, employment, and telecommunications. Title III prohibits discrimination on the basis of disability in a broad range of public accommodations, commercial facilities and certain transportation services. Title II prohibits discrimination on the basis of disability in State and local government programs, activities, and services, including transportation, and State and local government employment. The employment (title I), transportation (title II, Subpart B), and telecommunications (title IV) provisions of the ADA are regulated by other Federal agencies and are not the subject of this Notice.

Section 506 of the ADA requires the Department of Justice to provide technical assistance to entities and individuals that have responsibilities or rights under title II (subtitle A, State and local government services) and title III (public accommodations and commercial facilities) of the ADA.

Pursuant to this requirement, the Department provides a variety of ADA-related services and information, including:

- a toll-free ADA Information Line (for voice and TTY callers) through which the public may obtain recorded information and place orders for ADA materials 24 hours/day. ADA Specialists are available to answer questions about the ADA during business hours. The line, which fields up to 2,000 calls per week, also provides on-line service for Spanish-speaking callers;
- a speakers bureau through which organizations can arrange to have ADA experts from the Civil Rights Division speak on a variety of ADA topics;
- distribution of written materials, including the Department's regulations implementing titles II and III, technical assistance manuals for titles II and III, an ADA Questions and Answers booklet, and other reference materials. These materials are available in standard print, large print, braille, audiotape, and computer disk. They may also be obtained through the Disability Rights Section's electronic bulletin board and through FedWorld on the Internet; and
- an outreach program to identify, inform, and work with covered entities and persons with disabilities, including disseminating information on the ADA and the Department's ADA Information Line to 6 million businesses through the IRS quarterly mailing, distributing television and radio Public Service Announcements on the ADA featuring the Attorney General to broadcast stations, placing ADA pamphlets and cards to order free materials in 7,600 grocery stores through the "Good Neighbor" program, and disseminating ADA information and technical assistance materials to national advocacy and service organizations representing African Americans, Hispanics, and other interest groups.

Under section 506(d) of the Act, the Department has authority to award grants to individuals and non-profit entities for the purpose of supplementing the Department's technical assistance efforts. The Technical Assistance Grant Program is designed to develop and implement cost effective strategies to disseminate information about the responsibilities or rights of covered entities and individuals under titles II and III of the ADA and to provide practical information on effective ways to achieve

compliance with the ADA. Through this program, the Department works with organizations and individuals representing the many constituencies affected by the ADA to develop educational programs and materials targeted to these audiences nationwide. The goal of the program is to foster voluntary compliance with the ADA.

Because the grant program is educational in nature, the Department does not fund projects to research or resolve issues that are outside the scope of the Department's current ADA regulations and court interpretations. The program is not intended to fund or support site-specific compliance implementation (e.g., funding to make specific facilities more accessible), or to fund or support inspections, reviews, or tests to determine whether an entity is meeting its compliance obligations.

Since the initiation of the grant program in 1991, the Department has awarded grants to over 40 non-profit organizations. Previous recipients have included a wide range of groups conducting a variety of projects, including: projects to develop and disseminate educational materials specifically tailored to address the needs of targeted audiences to help them comply with the ADA; projects to disseminate existing information to targeted audiences across the country; projects to develop and conduct ADA training programs and seminars; projects to operate telephone information lines; and projects to develop and incorporate ADA materials into professional educational curricula and programs in schools of architecture and design.

Title III projects have been directed toward educating owners and operators of hotels and motels, retail stores, grocery stores, restaurants and bars, professional offices, recreation and fitness centers, museums and other places of public display or collection, travel and tour agents, hospitals and health care providers, service providers for elderly persons, day care centers, small shops and stores, and large commercial properties.

Title II projects have worked toward educating mayors of medium and large cities and small towns, law enforcement personnel, 911/emergency response operators, officers of State courts, State social service agencies, persons involved in testing for licensure and certification purposes, and members and staff of local historic preservation commissions.

Other projects have been directed toward persons who can assist others in complying with the ADA, including professors and students in architecture,

interior design, industrial design, and landscape architecture schools and programs; State and local building code officials; disability advocates; librarians; local historic preservation commissions; community and professional mediators; and building contractors and construction tradespeople. Simple, easy to understand materials about the ADA have been translated into Spanish and other languages.

The Department has undertaken other initiatives to ensure that materials developed under the grant program are available in localities across the country. An ADA Information File, which contains 33 ADA technical assistance documents, has been placed in 15,000 libraries throughout the country. Additional materials will be added to the ADA Information File in the coming months. The Department also disseminated similar informational packets to 6,000 Chambers of Commerce nationwide. As a result, a wealth of resources and educational information exists today in local communities. (A listing of materials contained in the ADA Information File will be included in the Grant Application Packet.)

The Department of Justice and other agencies have also taken steps to ensure that ADA technical assistance is available nationally, regionally, and locally. The Department, the Equal Employment Opportunity Commission (EEOC), and the Architectural and Transportation Barriers Compliance Board (Access Board) all operate toll-free ADA Information Lines to provide direct technical assistance to the public. The Department and the EEOC jointly funded a project to create the ADA Training and Implementation Network, a network of approximately 400 individuals who completed an intensive ADA training course. Members of the Network are currently located in every State in the country to serve as local resources for businesses, governments, and persons with disabilities. The U.S. Department of Education funds ten Regional Disability and Business Technical Assistance Centers (DBTACs) to provide technical assistance to covered entities and individuals with disabilities at the local, State, and regional level.

Despite these efforts and the availability of ADA information and resources, the Department has learned—through calls to its ADA Information Line, meetings with the public, Congressional inquiries, and studies conducted by the Government Accounting Office and by Lou Harris for the National Organization on Disability—that:

- many people continue to be unaware of what the ADA requires and how easy it can be to comply;
- many people believe that the ADA's requirements are more stringent than they are, or are unaware of cost-effective solutions for achieving compliance with the ADA;
- some people who are trying in good faith to comply with the ADA are making needless and costly mistakes; and
- this lack of understanding can lead people to resist making efforts to comply, or make them vulnerable to hard-sell tactics by individuals who would profiteer from their lack of knowledge.

For these reasons, the Department intends to use the grant program this year to reach out to groups at the State and local level to undertake educational projects as described in the following section.

### Program Priorities

For fiscal year 1995, the Department will establish two absolute funding priorities and fund multiple pilot projects under each priority. The goal is to increase voluntary compliance with title III and title II of the ADA as easily, comprehensively, and cost-effectively as possible. The objective of both funding priorities is (1) to increase awareness of the ADA; (2) to increase knowledge of existing materials and resources available locally, within the State, regionally, and from the Federal government to assist people in understanding and complying with titles II and III of the ADA; and (3) to promote the exchange of ideas and information on successful compliance efforts.

The Department is soliciting proposals that address the following two (2) priority areas:

#### *Priority 1: Statewide Pilot Projects To Educate Small Businesses About Basic Requirements of Title III of the ADA*

The ADA provides a general framework to eliminate discrimination against people with disabilities while providing flexibility to address the unique circumstances of the estimated 6 million businesses in the United States. While this flexibility allows business owners and managers to make their own decisions about exactly how they can comply, many do not know where to turn for accurate, practical information and assistance within their own communities. Business owners and managers may attempt to comply and yet not be successful, or they may be reluctant to implement any kind of strategy for compliance.

Studies show that business owners can comply with the ADA easily and reasonably if provided with adequate information and support. These projects are intended to use existing business and professional organizations to increase awareness of the ADA and the availability of ADA resources, and to engage members of local business communities in helping each other find practical, successful ways to comply with the ADA.

Preference will be given to state-based organizations that demonstrate an established relationship with the business community across that particular State. Examples include, but are not limited to, state-based private, non-profit professional and trade organizations (e.g., a State association of small business owners, a State Chamber of Commerce, a statewide retail or hospitality association, etc.), or State government agencies that work with the business community (e.g., Departments of Resource and Economic Development, Small Business Development Centers, a State Bureau of Travel or Tourism, etc.).

Proposed projects must use established local business and professional organizations and their regular meetings, local and regional ADA resources and individuals with ADA expertise, and ADA publications and materials available free from the Department of Justice to reach and educate small businesses, non-profit groups, and others who must comply with title III of the ADA.

Project activities must be conducted in all regions of the State, reach a diverse representation of title III entities statewide, represent a joint venture with organizations representing people with disabilities, and have the potential for replication in other States.

Statewide pilot projects to educate small businesses about basic requirements of title III of the ADA shall include the following major components:

- Conduct ADA educational programs in all regions of the State, using established local business and professional organizations and their regularly scheduled meetings. A minimum of 50 programs must be conducted in larger States and a minimum of 25 programs must be conducted in smaller States. Letters of cooperation or support from groups such as Merchant Associations, Jaycees, Kiwanis, Lions, Rotary Clubs, or similar organizations must be included with the grant application;
- Programs must provide: basic information on the requirements of

title III of the ADA using approved technical assistance materials available from the Department of Justice (including the "Open for Business" videotape, the Checklist for Readily Achievable Barrier Removal, the ADA Questions and Answers booklet, the IRS Tax Credit form, etc.); a list of technical assistance resources available locally, within the State, and from the Federal government that participants may use to obtain technical assistance at a later time; and time for local businesses to discuss issues, share ideas, and identify practical, cost-effective solutions that they have used successfully to comply with the ADA. An outline of a model program (one to two hours in length) must be included with the grant application;

- Use local, State, and regional ADA resources and individuals knowledgeable about the ADA for assistance to conduct the educational programs. It is anticipated that speakers and presenters will voluntarily provide their services. Grant funds may be used to reimburse individual travel expenses, but may not be used to provide honoraria for speakers. Letters of cooperation or support from groups such as the regional Disability and Business Technical Assistance Center (DBTAC) or local DBTAC affiliates, Independent Living Centers, other organizations representing people with disabilities, or members of the ADA Training and Implementation Network must be included with the grant application;
- Develop a marketing pamphlet or flyer that can be easily tailored, reproduced, and used by local business groups hosting the programs;
- Ensure that businesses owned or operated by people who are members of racial and ethnic minority groups will be included within the audiences reached;
- Provide a brief final report on the project, including an identification of the strengths and weaknesses of the project, the number and types of participants involved, examples of known positive changes that may have occurred as a result of the project, and suggestions for improvement that the Department will be able to use as guidance for other organizations seeking to conduct similar projects in the future.

#### *Priority 2: Statewide ADA Information-Sharing Conferences for Government Officials*

In the United States today, an estimated 86,000 units of State, county,

and municipal governments are working to understand and meet their obligations under title II of the ADA. The ADA provides the general framework to eliminate discrimination against people with disabilities, but also the flexibility to address the unique circumstances encountered by State and local government programs and activities. While this allows State and local government officials with ADA compliance responsibilities to decide exactly how to comply, many may not know where to turn for accurate, practical information and assistance within their own communities and may be reluctant to take needed action.

While many State and local governments have been successful in making their programs and activities accessible to people with disabilities, misinformation about the requirements of the ADA continues to exist, making voluntary compliance more confusing and burdensome for some than it need be. For example, many believe the ADA requires that all buildings must be accessible, when, in fact, the ADA actually requires that a public entity make its programs accessible to people with disabilities through relocation of programs to an accessible location, structural modifications, or other alternatives. For those State and local government officials having the authority and the responsibility for developing and implementing ADA compliance strategies, access to information and other assistance is paramount if compliance efforts are to be successful. Yet, the significant resources that exist at the State and local level are often overlooked and underutilized, including other State and local governments that have already successfully resolved compliance issues.

One of the Department's primary roles and responsibilities is to assist local communities, both small and large, to understand the ADA's requirements through education and technical assistance. To accomplish this, the Department will fund pilot projects to conduct statewide ADA information-sharing conferences for State and local government officials. These conferences will provide information on the requirements of the ADA, the ADA resources available locally, regionally and from the Federal government, and promote the exchange of ideas and information on successful compliance efforts within the State.

Proposed projects should target participants with decision-making authority over programs that serve the public, particularly those with responsibility for ADA compliance

activities. Preference will be given to State agencies or state-based organizations that demonstrate the existence of an established relationship with the target audience across that particular State. Examples include, but are not limited to, a State office on accessibility and ADA compliance, a State building code council, or state-based organizations that represent or work with local and State government officials such as a State municipal association, association of counties, association of cities or towns, council of mayors or city managers, etc.

Proposed projects must bring State and local government officials from across the State together with individuals knowledgeable about the ADA from local, regional, and Federal sources, use approved ADA publications and materials available free from the Department or other sources, and provide a mechanism for the continuing exchange of information and ideas among the conference participants.

The statewide conference must reach a diverse representation of title II entities statewide and have the potential for replication in other States.

A pilot project to conduct statewide ADA information-sharing conferences for local and State government officials shall include the following major components:

- Working with State and local government agencies, officials, and employees, plan and promote the ADA conference to ensure representation from local and State agencies and programs from around the State. An outline plan for promoting the conference and its goals, including use of the media, must be included with the grant application;
- Identify and develop a list of local, State, regional, and Federal ADA resources that serve the State (e.g., regional DBTAC and local DBTAC affiliates, Centers for Independent Living, other organizations representing people with disabilities, members of the ADA Training and Implementation Network, local and State officials with ADA expertise, Federal ADA information lines, electronic bulletin boards, the ADA Information File in local libraries, etc.);
- Plan and conduct one statewide conference that will provide: information on the requirements of title II of the ADA specifically tailored to the needs of the targeted audience; information about technical assistance resources available locally, within the

State, and from the Federal government; a variety of workshops or break-out sessions tailored to address specific issues and to enable participants to discuss issues, share ideas, and learn of practical, cost-effective solutions that have been used successfully to comply with the ADA; and a mechanism for the continuing exchange of information and ideas among the conference participants (such as distributing lists of ADA resources and the names and addresses of conference participants to all conference attendees). An outline of the proposed agenda for the conference must be included with the grant application;

- In carrying out the conference, the grant recipient must use existing ADA publications and materials reviewed by the Federal government that are available from the Department and other agencies, and the local, State, regional, and Federal ADA resources that serve the State, as described above. Letters of cooperation or support from groups or individuals who will be participating as speakers must be included with the grant application;
- Provide a final report on the project, including an identification of the strengths and weaknesses of the project, the number and types of participants involved, examples of known positive changes that may have occurred as a result of the project, and suggestions for improvement that the Department will be able to use as guidance for other organizations seeking to conduct similar statewide conferences in the future.

#### **Selection Criteria**

Applicants will be evaluated in each of the following four selection criteria areas for a total of 100 points:

##### *Project Strategy and Plan of Action (50 points)*

Applicants must demonstrate a thorough understanding of the grant proposal priority, including the background, intended audience, and intended approach. Applicants must also demonstrate an ability to reach as diverse a segment of the target audience as possible in a cost-efficient manner. Project goals and expected outcomes should be clearly articulated. Clarity, quality, and appropriateness of the plans, methodologies, and procedures to achieve the goals listed in the application will be carefully considered. Proposals should reflect the involvement of State and local business and government organizations with

local, State, and regional organizations that provide ADA technical assistance and organizations that represent people with disabilities. Proposals must include letters of commitment as previously described under each program priority.

The plan of action must be sound and well-reasoned, with evidence of the ability to implement the plan immediately and complete the project within the period of performance. Project strategy must include a plan for documenting known positive changes that may occur as a result of the project and for evaluating the strengths and weaknesses of the project, as previously described under each program priority.

#### *Staff Capability (25 points)*

Applicants must provide evidence of qualified personnel to undertake the project. The application must contain necessary position description(s), resume(s), and assurances of availability of key staff (salaried or contract staff) with appropriate competencies and experience. Duties outlined for grant-funded position(s) must be clearly appropriate to the scope of the work being carried out under the project.

#### *Organizational Capability and Management Plan (20 points)*

Applicants must demonstrate the ability to reach and work effectively with the targeted audience and offer evidence of proven organizational ability to provide high quality results utilizing appropriate key personnel. Applications must include a management plan that provides evidence of project control by management, efficient and timely use of staff and other resources, and effective quality control mechanisms.

#### *Resources/Facilities/Equipment (5 points)*

Applicants must demonstrate the availability and appropriateness of resources (other than personnel), physical facilities, and equipment proposed to be used to carry out the project.

#### **General Requirements for Grant Recipients**

The following general grant program requirements should be considered by each applicant in developing both its project timeline and budget. Successful applicants must adhere to all conditions as specified; any deviation from the requirements in this section must be negotiated with DOJ.

#### *Coordination With Other Agencies and Organizations*

Grantees are expected to coordinate their project activities with the Department of Justice, and, where appropriate, with other Federally sponsored ADA technical assistance activities, such as the Department of Education's Disability and Business Technical Assistance Centers (DBTACs). Grantees will utilize existing technical assistance materials developed by the Department, its grantees, other Federal agencies and their grantees.

#### *Grantee Orientation and Post-Award Monitoring*

The Department intends to provide grant recipients with the maximum amount of post-award guidance and technical assistance possible within budget and staff constraints. Applicants are advised that DOJ staff may make site visits to provide grant recipients with guidance and technical assistance and to monitor the progress of the grant. The Office of Justice Programs (OJP), a component of the Department of Justice, will provide financial management and other services in support of the Disability Rights Section in the administration of this program. Applicants are advised that copies of both the quarterly progress reports and quarterly financial reports sent to OJP must also be sent to the Disability Rights Section.

#### *DOJ Review of Grantee Materials*

All materials used or developed by grant recipients must be approved by DOJ in advance of use. This includes media releases, scripts, program outlines/agendas, and handouts. However, it is not anticipated that grant recipients will develop new technical assistance materials under these priorities.

#### *Availability of Existing Materials*

Publications and resource lists that are currently available to the public from the Department of Justice (DOJ) will be provided, in bulk, to grant recipients free of charge. Grantees are not responsible for the duplication of DOJ materials. If an applicant wishes to use materials produced by previous DOJ grant recipients or recipients of grants from other Federal agencies, including the National Institute on Disability and Rehabilitation Research, it should coordinate such requests with DOJ.

#### *Copyrights*

The grantor agency reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to

use, for Federal government purposes: (1) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (2) any rights of copyright to which a grantee, subgrantee, or a contractor purchases ownership with grant support.

#### *Program Income*

Grantee recipients may charge for grant-related activities and products (e.g., new materials developed and disseminated, conference registration fees), as long as all income derived from such activities and products is added to funds committed to the grant and its activities. Specifically, this program income (gross income earned by the grantee, during the funding period, as a direct result of the grant award or its activities) must be used "to further the eligible project or program objectives" or "to finance the non-Federal share of the project or program" (e.g., obtaining equipment or other assets required for the project). Program income may not be used to support or further a grantee's general organization, its programs or its services.

Costs associated with the provision of refreshments may not be paid for with grant funds. It is anticipated that speakers and presenters will voluntarily provide their services. Grant funds may be used to reimburse individual travel and accommodation expenses, but may not be used to provide honoraria for speakers. Fees charged by grantees (if any) must be nominal and there shall be no charge for materials provided to audience participants.

#### *Alternate Formats (Print and Audiovisual)*

All materials produced in standard print must also be produced in large print, in Braille, and on audiotape in proportion to anticipated demand by persons with vision impairments in the targeted population(s). Audiotapes of lengthy materials must be voice- or tone-indexed.

#### *Effective Communication and Accessibility Requirements*

Applicants who plan to list a voice telephone number on correspondence or promotional materials concerning the grant activities, or on materials produced under the grant, must also list a TTY telephone number. Applicants who plan to use an automated telephone information system to respond to voice calls concerning grant activities must provide comparable service for TTY users. The cost of establishing an automated TTY information system or

purchasing a TTY may not be included in the proposed project budget.

All grant activities must be held in accessible facilities. All programs must be accessible to attendees with communication disabilities.

#### *Materials To Be Provided to DOJ*

If grant project activities are videotaped, one copy must be submitted to DOJ. If videotapes are intended for commercial use, all must be captioned.

A copy of the final text of each document or videotape script produced must be provided to DOJ on computer disk in ASCII or Wordperfect.

#### **Application Requirements**

Under Section 506(d) of the Americans with Disabilities Act, the Department is authorized to award grants to individuals and non-profit organizations to supplement its ADA technical assistance efforts. All applicants must submit, in the order given, one bound original and two unbound copies of the following information:

1. A signed SF 424 and SF 424A (Rev. 4/88) application form. The grant priority number under which the applicant is submitting the proposal must be clearly identified in box number 11 on form SF 424.

2. A one-page Abstract that summarizes the goals of the project, the nature and size of the population(s) to be reached through the project, and the project strategy. Applicants should state explicitly the number of people expected to be served in the course of the project's activities.

3. A Project Strategy and Plan of Action (maximum length 15 pages) that:

- addresses each major component identified in the program priority for which applicant is applying;
- describes major activities and events;
- provides a description of the applicant's plan for working with other local, State, regional, and Federal ADA resources; and
- provides a plan for evaluating the effectiveness of the project, as described under the program priorities.

4. A Management Plan that includes a timeline for completion of all project objectives, activities, events, and products.

5. A Budget Narrative required by the SF 424 (Rev. 4/88), which includes the basis for all costs presented in the budget.

6. A brief statement identifying the facilities, equipment, and other resources available for carrying out the project.

7. Job description(s) for key position(s) that are proposed to be funded under the grant.

8. Resume(s) or qualification(s) of the key individual(s) who will fill the grant position(s), including consultants, if any (maximum length 3 pages each).

9. Letters of commitment from organizations that will be involved in the project. (Letters of reference are not required and, if submitted, will not be considered.)

10. A certification regarding lobbying, debarment, suspension, other responsibility matters, and drug-free workplace requirements, OJP Form 4061/6.

11. A disclosure of lobbying activities, SF LLL.

**Please Note:** Non-profit applicants who have not previously received Federal financial assistance from the Department of Justice may also be required to submit a disclosure of financial capability statement or other documentation prior to the grant award.

Dated: May 18, 1995.

**Deval L. Patrick,**

*Assistant Attorney General, Civil Rights Division.*

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